

SIGN PERMIT APPLICATION

MINIMUM SUBMITTAL REQUIREMENTS

- ____ Sign Permit application completed in full.
- ____ Building permit fee. *The fee is based on the valuation of the Sign Application Fee.*
- ____ \$25 Plan Review Fee (unless in one of the special districts addressed below).
- ____ Supporting Information completed in full.
- ____ **For Freestanding Signs:** one (1) copy of the site plan and sign graphic including:
- ____ Frontage - length of the property line along the larger roadway
- ____ Location of proposed sign on site.
- ____ Distance from the curb to the front edge of the proposed sign.
- ____ Sign height and dimensions
- ____ **For Attached Signs:** One (1) copy of the sign graphics (of all proposed and existing signs) including:
- ____ Sign dimensions of all attached signs
- ____ Length of main entry façade of building
- ____ **Grand Opening Signs:** one (1) copy of sign graphic including:
- ____ Location of proposed sign on building

TYPE OF SIGN

☐ ATTACHED/WALL ☐ GRAND OPENING SIGN ☐ DEVELOPMENT SIGN ☐ FREESTANDING

★ Does any signage included as part of this application qualify as an electrical sign (the term "electrical sign" includes, but is not limited to, neon gas tubing, freestanding electrical signs and attached electrical signs)?

☐ Yes ☐ No

NAME OF PROJECT _____

ADDRESS _____

LEGAL DESCRIPTION _____

APPLICANT/PROJECT MANAGER'S INFORMATION (Primary Contact for the Project):

Name _____

Street Address _____ City _____

State _____ Zip Code _____ E-Mail Address _____

Phone Number _____ Fax Number _____

CONTRACTOR: _____ PHONE: _____

CONTRACTOR ADDRESS: _____ PHONE: _____

ELECTRICIAN: _____

DESCRIPTION OF WORK: _____

VALUATION (Labor/Materials): \$ _____

SUPPORTING INFORMATION:

CURRENT ZONING _____

PRESENT USE OF PROPERTY _____

FREESTANDING SIGNS:

LENGTH OF FRONTAGE: _____

(length of the property line along the larger roadway.)

DISTANCE FROM THE CURB TO THE FRONT EDGE OF THE PROPOSED SIGN: _____

HEIGHT: _____

AREA: _____

(The area of a freestanding sign is the area enclosed by the minimum imaginary rectangle of vertical and horizontal lines that fully contain all extremities.)

ATTACHED SIGNS:

LENGTH OF THE MAIN ENTRY FAÇADE OF THE BUILDING: _____

AREA OF PROPOSED SIGN: _____

AREA OF ALL EXISTING ATTACHED SIGNS: _____

(The area of an attached sign is the area enclosed by the minimum imaginary rectangle of vertical and horizontal lines which fully contain all extremities.) The allowed area of attached signage is equal to 2.5 square feet of area for every one linear foot of all public entry façades of the building or lease space, not to exceed 500 square feet in area.

GRAND OPENING SIGNS:

MAXIMUM 14 DAY PERIOD TO BE DISPLAYED: _____

(Must be within 60 days of granting of initial C.O., change in the use, or of a change in the name of the business)

MUST BE ATTACHED TO FACE OF BUILDING

The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.

Signature of Owner, Agent or Applicant

Date

Official Use Only

Plans Examiner

Zoning Official

COMMENTS

YES or NO

COMMENTS:

SIGN PERMIT CHECKLIST

**The following is needed in all districts for a sign application:
(See Section 7.4 of the Unified Development Ordinance for specifics.)**

Fees

- ☐ 1. Building permit and fee. The fee is based on the valuation of the sign.
- ☐ 2. \$25 Plan Review Fee (unless in one of the special districts addressed below).

For Freestanding Signs:

- ☐ Site Plan - Be sure to include to engineering scale:
 - 1. Frontage - What is the length of the property line along the roadway to which the sign is oriented?
 - 2. Location of proposed sign on site.
 - 3. Distance from the curb to the front edge of the proposed sign.
- ☐ Sign Graphic - Be sure to include to engineering scale:
 - 1. Sign Height.
 - 2. Square Footage of the sign - The area of a freestanding sign is the area enclosed by the minimum imaginary rectangle of vertical and horizontal lines that fully contain all extremities.

For Attached Signs:

- ☐ Pictures or Graphics that show where the signs will be placed on the building and where all current signs are on the building. Signs may not be 12" or more above the roofline or protrude out from the building more than 12".
- ☐ Square Footage of the sign and all existing signs on the building- The area of an attached sign is the area enclosed by the minimum imaginary rectangle of vertical and horizontal lines which fully contain all extremities. The allowed area of attached signage is equal to 2.5 square feet of area for every one linear foot of all public entry façades of the building or lease space, not to exceed 500 square feet in area.

There is additional information required for signage in the Wolf Pen Creek (WPC), Northgate (NG), and Overlay Districts (O-V). Approval for signs in each of these areas (not including the OV district) is by the Design Review Board. Refer to Section 5.6 Design Districts of the Unified Development Ordinance for design district sign requirements.

All signs in the College Station Business Center must be approved by The Business Center. Additional signage requirements may be found in the Business Center's Covenants and Restrictions.

Additional submittal requirements for signage in WPC, NG, O-V and the City's Business Center

- ☐ 1. Special District Sign and Façade Application and Fee, if signage is not submitted with a site plan.
- ☐ 2. Color samples.
- ☐ 3. Elevation drawings that depict placement of freestanding and/or attached signage.